



## **JOB DESCRIPTION**

Title: **APPRENTICE GENERATION/SUBSTATION  
TECHNICIAN**

Department: Power

Class Code: 7085

FLSA Status: Non-Exempt

Effective Date: August 30, 2007

Grade Number: 18

## **GENERAL PURPOSE**

Under close supervision of the Generation Substation Supervisor, performs the duties of a Generation Substation Technician within the context of the training requirements and successful completion of competency step tests of the Substation Technician Apprenticeship Program.

## **EXAMPLE OF DUTIES**

- \*-- Assist in the operation of substation equipment, to include breakers, regulators, transformers, circuit switchers, air switches, battery banks, and battery chargers.
- \*-- Performs substation inspections, maintains substation inspection program and keeps accurate logs on all substations.
- \*-- Assist in the testing of the protective relaying system.
- \*-- Assist in the maintaining and troubleshooting the SCADA systems for power and water. Programs the PLC's (Programmable Logic Controllers) for power and water systems.
- \*-- Assist in the operation and maintenance of the CEM's (Continuous Emissions Monitoring System). Changes calibration gas bottles and inputs new data into CEM's computer.
- \*-- Assist in the operation and maintenance of the Gas Turbine Generation Plant, gas compression plant and other associated equipment for the generation of electricity.
- \*-- Assist in the operation and maintenance of the Hydro Generation Plant, diversion facilities, penstock, and other associated equipment for the generation of electricity.
- \*-- Assist in the substation switching during planned and emergency repairs and outages.

- \*-- Responsible for progressing through a four-year apprentice training program requiring 7800 hours of “hands on” training experience in addition to classroom, seminar, and correspondence schooling. Progression through the apprenticeship, will increase amount of responsibilities in the assigned tasks.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school or GED equivalent.

### Special Requirements

- Must possess and maintain a valid Utah Commercial Driver's License within six (6) months of appointment.

### Necessary Knowledge, Skills and Abilities

- Some knowledge of electricity; some knowledge of appropriate safety practices utilized while working with electrical apparatus. Some knowledge of mathematics including algebra and trigonometry.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with the public and fellow employees.

## **TOOLS AND EQUIPMENT USED**

- Personal computer including word processing, spreadsheets and specialized software (AutoCad, SEL, Omicron, Internet, DAQ reports); hydraulic presses, bucket trucks, backhoes, line trucks, megger, volt meter, ohm meters, various hand tools, radio and other equipment pertaining to this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to sit, and to reach with hands and arms. The employee is constantly required to stand, walk, drive, and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to stoop, kneel, crouch or crawl; talk or hear.

- The employee must frequently lift and/or move up to 50 pounds, and occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. Must be able to meet DOT hearings standard requirements.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high precarious places and is occasionally exposed to wet and/or humid conditions, ambient air temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is usually moderate, but occasionally high.

DEPT/DIVISION APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.